DELETED AND TRANSFERRED POSITIONS MIDDLE TENNESSEE STATE UNIVERSITY JULY BUDGET FY_____

OLD ACCOUNT				NEW ACCOUNT			
Title (FULL TIME)	Object Code	Account Number	Position Number	Title	Object Code	Account Number	Position Number
(PART-TIME)							

How to Complete the Transferred Position Form

- 1. Please type in the required information. You may generate this form on your computer as long as the same information in this format is provided.
- 2. The "Old Account" title, object code, account number, and position number should be listed in the appropriate columns.
- 3. The "New Account" title, object code, account number, and position number should be listed in the appropriate columns.
- 4. Any positions being deleted completely from the budget should be listed in the "Old Account" column with a note that the position is being deleted.
- 5. Please keep a copy of this form for your records.
- 6. This form, approved by appropriate levels, should be submitted to the Budget Office.

QUESTIONS?? CALL THE BUDGET OFFICE AT 5790